



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
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PECP-WER-A

23 July 2008

STANDING OPERATING PROCEDURE

PROCEDURES FOR PROCESSING REQUEST FOR PERSONNEL ACTION (RPA) –  
OTHER ACTIONS

1. PURPOSE: To provide procedures to Civilian Personnel Advisory Centers (CPACs) for submitting RPAs for processing.
2. SCOPE: This Standing Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).
3. GENERAL: This SOP includes procedures for processing actions - other.
4. RESPONSIBILITIES:
  - a. Supervisors are responsible for implementation of this SOP.
  - b. Team Leaders are responsible for ensuring compliance with procedures and monitoring the quality of actions processed.
  - c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.
5. RESPONSIBILITIES:
  - a. CPAC – as applicable, forward RPAs to the PC (**Note** the PC will code the action).
  - b. PC - The following applies to: Change in Service Computation Dates (SCDs), Name Change, Leave Without Pay (LWOP), Extensions of LWOP, Return to Duty, Separations, Resignations, Terminations, Expiration of Appointment, Change in Hours, Individual Pay Adjustments not processed by the Mass Salary process, Changes in Tenure, Corrections/Cancellations of Data Elements in Blocks #1-6F and #23-31.
    - (1) The Processing Team Lead will:
      - (a) Review RPA's to ensure that required paperwork is attached.

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(b) Distribute actions to team members for processing.

(2) The Human Resources Technician will:

(a) Code the action into Defense Civilian Personnel Data System (DCPDS) utilizing the checklist applicable to the action and the Guide to Processing Personnel Actions (GPPA).

(b) Approve the RPA.

(c) Update HR which updates Modern Defense Civilian Personnel Database System (MDCPDS) and authenticates the action.

(d) Check payroll to ensure that RPA flows correctly. If there is a pay reject, fix immediately.

(e) File the completed RPA and supporting documentation in the Official Personnel File (OPF).

c. For adverse actions, the following procedures apply:

(1) Team Leader will:

(a) Ensure that RPA has been coordinated with CPAC.

(b) Review RPA for missing information.

(c) Distribute RPA.

(2) The Human Resources Technician will:

(a) Update DCPDS.

(b) Check payroll to ensure that action has flowed properly. If there is a pay reject, correct immediately.

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6. REFERENCES AND RELATED DOCUMENTS:

- a. The Guide to Processing Personnel Actions
- b. CHRA Job Aides – located at <http://www.chra.army.mil/>, Training, DCPDS Training Materials
- c. CHRA Processing Guide to Avoid Pay Problems, [http://www.chra.army.mil/procguid/Proc\\_Guide.htm](http://www.chra.army.mil/procguid/Proc_Guide.htm)
- d. CPOC Team Leader Monitoring Guide, <http://www.chra.army.mil/procguid/Team-ldr.htm>
- e. CPOC Supervisory Monitoring Guide, <http://www.chra.army.mil/procguid/supervis.htm>
- f. Routine Quality Control List, <http://www.chra.army.mil/procguid/routineQC.htm>

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